QUICK START GUIDES

Quick Start Guides provide simplified steps for common tasks within VIIS. Press CTRL + Click on the name of any guide below to go directly to that guide.

Contents

Quick Start Guide 1: How to Log In

Step	Action	Notes
Step 1	To access the VIIS system, enter the Internet address (URL) into your browser (Explorer, Netscape, etc.): **https://viis.vdh.virginia.gov**	
Step 2	On the "Portal Main Page," enter the following: • Organization Code • User Name • Password	All Login entries are **case sensitive,** so be sure to enter them exactly as provided to you by VDH.
Step 3	Click on **Login.**	
Step 4	The first time you enter the system, you will be prompted to enter another password. Enter your new password, confirm it, and click on **Save**. Then click on: **Click here to continue**.	Passwords expire every **30** days, so you will be prompted to change yours at that time.
Step 5	If you are associated with **only one site**, you will arrive at the "VIIS Home" page. If you are associated with **more than one site,** you will arrive at the "Select Organization" screen. Click on the link of the desired site to go to the "VIIS Home" page	

Quick Start Guide 2: Search for Clients

Step	Action	Notes
Step 1	From the "VIIS Home" page, click on **Manage Clients** in the left menu bar.	
Step 2	On the "Client Search" screen, you can search using any of the fields.	When searching by **Name**, enter the first 3 letters of the last name and the first 2 letters of the first name for best results.
Step 3	Click on the **Find** button.	• If more than one name comes up, click on the relevant one. • If you see the message, **No clients were found for the requested search criteria**, check your spelling and try again, or enter other information if you can.
Step 4	You will arrive at the "Update Existing Client" screen, where you can view the client's records.	

Quick Start Guide 3: Add Users

Step	Action	Notes
Step 1	Click on **Manage Access/Account** tab in the top menu bar.	
Step 2	Under Manage Access, click on **Add User** in the left menu bar.	
Step 3	Fill in the **user's information** and click on **Save**.	
Step 4	Click on the **Modify Access** tab.	
Step 5	Click on the user's **Role** from the top-down menu, click on **Add**, then click on **Save**	

Quick Start Guide 4: Edit Users

Step	Action	Notes
Step 1	Click on **Manage Access/Account** tab in the top menu bar.	
Step 2	Under Manage Access, click on **Edit User** in the left menu bar.	
Step 3	Search for the user in VIIS.	
Step 4	Click on the **Edit User** tab to add or change relevant information.	
Step 5	Click on the **Modify Access** tab	
Step 6	Check the box of the **Role** you would like to disable and then click on **Select.**	
Step 7	Click the correct **Status** button, and click on **Update**.	
Step 8	Click on **Save**.	

Quick Start Guide 5: Renew Expired Password

Step	Action	Notes
Step 1	Your password expires every **30 days**. The system will require you to change your password at the next log-in.	Users should contact their administrators, and administrators should contact the VIIS Help Desk.
Step 2	On the system screen, enter your new password.	
Step 3	Repeat the new password in the Confirm New Password box.	
Step 4	Click on **Save**, and continue working.	

Quick Start Guide 6: Add Inventory

Step	Action	Notes
Step 1	From the “VIIS Home" page click on **Manage Inventory** in the left bar menu, to go to the “Vaccine Main” screen.	
Step 2	Click on the **Show Inventory** button.	
Step 3	Click on the **Add Inventory** button.	
Step 4	Choose the vaccine to add from the drop-down menu for **Trade Name** or for **Manufacturer**.	
Step 5	Fill in the required fields (shown in blue), and click on **Save**.	
Step 6	You will see a message, “Inventory was inserted successfully” at the bottom of the screen.	

Quick Start Guide 7: Look Up Immunizations

Step	Action	Notes
Step 1	On the “VIIS home” page, click on **Manage Immunizations** in the left menu bar.	
Step 2	Search for the specific client (see directions in previous guide).	
Step 3	On the “View Client Schedule” screen you will see Client Information, an Immunization History for the client, and a list of recommended vaccines and dates for immunizations to be administered.	
Step 4	Depending on your VIIS access level, you may be able to add immunizations, edit the client’s information, run reports, and print the information on the screen.	
Step 5	For a more detailed explanation of how to use this screen, see the “Look Up Information in VIIS” and/or “Manage Immunizations Training” modules.	

Quick Start Guide 8: Add Historical Immunizations

Step	Action	Notes
Step 1	Search for the client or add the client	
Step 2	On the “View Client Schedule” screen, click on **Add Immunization** or **Add Selected** to go to the “Select Immunizations” screen. (Both buttons are the same query.)	On the "Select Immunizations" screen, **Historical Vaccines** (vaccines NOT in inventory) are listed in the **Immunizations available** section.
Step 3	Key in the number of doses of the same vaccine type in the **Hist #** box. (e.g., 4DTap, 3 polio, 2 MMR, etc.).	
Step 4	Continue until you have added all the historical immunizations for the client.	
Step 5	On the “Add Client Immunizations” screen, enter the **Date Provided** (Date the immunization was given), **Trade Name**, and **Lot Number**, if available. Then click on one of the **OK** buttons.	Although the minimum required information for this page is the **Date Provided**, enter as much information as you can.
Step 6	You will see the “View Client Schedule” screen which shows your most recent updates.	

Quick Start Guide 9: Add Active Immunizations

Step	Action	Notes
Step 1	On the left menu bar under **Immunizations**, click on **manage immunizations** to go to the "Client Search" screen.	
Step 2	On the “View Client Schedule” screen, click on **Add Immunization**.	
Step 3	Check the **New** box of the appropriate vaccine(s), and use the drop-down menus to complete the **Organization Site**, **Ordering Authority**, and **Administered By** fields.	
Step 4	Add the **Date Administered**. Then click on the **OK** button to move forward.	
Step 5	On the “Add Client Immunizations” screen, enter the **Date Provided** (Date the immunization was given) and the **Trade Name-Lot**. Then click on one of the **OK** buttons.	Although the minimum required information for this page is the **Date Provided**, enter as much information as you can.

Step 6	You will see the "View Client Schedule" screen which shows your most recent updates.	

Quick Start Guide 10: Print the Official Immunization Report

Step	Action	Notes
Step 1	Access the **Client-Specific Reports** from the following: • **Immunization** menu • **Client** menu • **View** Client Schedule screen	The Official Immunization Record - **can be used as a substitute for Part II of the School Entrance Health Form** (MCV213F)
Step 2	Click on **manage immunizations** in the left menu bar, and find the client.	
Step 3	On the "View Client Schedule" screen, click on the **Reports** button.	
Step 4	To generate an **Official Immunization** report, click on this report name on the "View Client Reports" screen.	
Step 5		**Note:** You can also reach the "View Client Reports" screen by clicking on **manage client** on the left menu bar. On the "Update Existing Client" screen, click on **Reports**, and then follow the previous step.